



## Expression of Interest Senior Evaluation Lead

[North Zone Primary Care Evaluation Alignment & Integration]

[North Zone Primary Care Committee]

PROPOSALS DUE BY: [May 7, 2021]

# Background

With Ministerial Order 305/2017, Alberta Health established the Provincial Primary Care Network (PCN) Committee and five Zone PCN Committees. The Zone PCN Committees provide advice to the Minister, through the Provincial PCN Committee, on PCN issues. Each Zone PCN committee is responsible for developing their Zone Service Plan with the three goals of alignment, integration and shared services.

The North Zone (NZ) Primary Care Network Committee has representatives from the 11 Primary Care Networks and AHS North Zone Senior Leaders. The committee is led by a PCN/AHS dyad with secretariat assistance from the Zone Support Team. The NZ forms the largest geographical zone in Alberta.

The NZ PCN Committee is requesting proposals from qualified and experienced Evaluation Consultants to support the North Zone in their performance and evaluation of primary health care.

Multiple frameworks and data collection methods and practices are occurring across the NZ and a standardized and consolidated approach for outcome-based evaluation in the context of a zone service plan is necessary.



## Project Overview

Multiple frameworks and data collection methods and practices are occurring across the North Zone and a standardized and consolidated approach for evaluating primary health care in the context of a zone service plan is necessary.

The North Zone Primary Care Committee requires a strong, experienced consultant to

- Lead the coordination and implementation of the outcome-based evaluation project of the Zone Service Planning including the supervision of zone evaluation/analytic staff;
- Support and advise on the alignment and consistent approach in evaluation and measurement within the Primary Care Networks;
- Advance innovative, collaborative and scientifically sound evaluation approaches for the work that will align at three levels of evaluation within the North Zone (micro, meso and macro<sup>1</sup>);
- Engage and collaborate with a wide spectrum of internal and external partners including provincial and zone operational and medical leadership, Alberta Health, Alberta Medical Association, Alberta Health Services – Zones and Primary Care Networks;
- Participate in required project planning meetings to meet overall objectives

The Evaluation Lead will work collaboratively with the North Zone Project Manager as part of the Zone implementation team.

## Project Goals

The goals of this project include:

1. Compiling the current state of Primary Care evaluation and measurement across the North Zone, with analysis and recommendations for the alignment and coordination of outcome-based evaluation across the Zone;
2. Developing and/or aligning of all existing evaluation frameworks within the North Zone to facilitate consistency in approach and practice;
3. Supporting the Zone Service Plan evaluation and performance reporting

To reach these goals, the North Zone PCN Committee is now accepting bids in response to this Request for Proposal.

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<sup>1</sup> Micro pertains to local primary health care and community services e.g., physician clinic and primary care networks; meso is in reference to the Zone a health service delivery designation coined by Alberta Health Services and Alberta has 5 Zones and macro equates to the larger health system and Province.

## Scope of Work

Utilizing their depth and breadth of knowledge and expertise in evaluation, the consultant will:

- Advise and support the North Zone Primary Care Networks in aligning evaluation (frameworks, practices, processes and performance metrics) across the zone to meet the reporting objectives of primary health care;
- Lead to ensure consistency in approach (e.g., tools, discussion guides, etc.) and implementation of an evaluation framework for primary care zone service planning to meeting the needs of the Zone Primary Care Network Committee and other pertinent stakeholders;
- Identify and recommend opportunities for improvement from one year to the next leading to efficiency, transparency and sustainability in
  - zone service planning evaluation activities
  - the processes of evaluation
  - primary care networks evaluation approaches and practices;
- Design, develop and adapt Zone Service Plan evaluation materials (draft framework, surveys, interview guides) for implementation;
- Implement evaluation and report on results;
  - Status updates
  - Progress reports
  - Presentations
  - Annual report

## Target Deliverable Schedule

The nature of the contractual relationship is a one-year term to start with the option for annual renewal based on performance and availability of grant funds until March 31, 2024.

A deliverable schedule will be developed in consultation with the successful candidate but the expectation is that the schedule will align and comply with standard reporting requirements and policies of Alberta Health (grant funder) for Primary Health Care. Deliverables are listed in the next section.

## Budget Constraints

A total budget of \$144,000 is available for a 2-year period.

The expected deliverables include:

- Environmental scan of current state and recommendations
- Consultation with key stakeholders
- Workplan with milestones and performance targets
- Status updates, quarterly progress reports, and annual reports
- Presentations to key stakeholders
- Implementation of approved evaluation activities

## Evaluation Metrics

The North Zone EOI assessment team will evaluate proposals based on the following criteria:

- Previous seasoned experience/past performance history.
- Samples and/or case studies from previous projects.
- Projected budget.
- Experience and technical expertise (including primary and community care; rural; health services).

## Submission Requirements

Bidders must adhere to the following guidelines to be considered:

- Only bidders who meet all metrics in the previous section should submit a proposal.
- Proposals must be sent in by May 7.
- Include samples and references with your proposal.

## Contact Information

For questions or concerns connected to this EOI, we can be reached at:

[Ping Mason-Lai, NZ Project Manager]

[pmasonlai@gmail.com]

[587-785-0582]